

Director of Continuing Education
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261434>

Downloaded On: Oct. 21, 2025 6:15pm

Posted Aug. 20, 2025, set to expire Nov. 15, 2025

Job Title Director of Continuing Education
Department Career Technical Education
Institution Citrus Community College
Glendora, California

Date Posted Aug. 20, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6484042>

Apply By Email

Job Description

Director of Continuing Education

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Recruitment Start Date 08/19/2025

Recruitment End Date

Open Until Filled Yes

First Consideration Date 10/01/2025

Salary Range M-13

Pay Rate \$133,262 - \$175,370 annual, plus 2.5% for a verified doctorate from an accredited institution. Initial placement on the management salary schedule for newly hired managers will be at step 1; however, the President may recommend a higher rate placement.

FLSA Status Exempt

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Benefits

Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- District paid employee post-retirement medical for those who qualify

General Description/Summary

About Citrus College

Celebrating more than 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.



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Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education, and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible, and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievements.

Accreditation

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at www.accjc.org.

POSITION SUMMARY

Under the general direction of the Dean of Career/Technical and Continuing Education, the Director of Continuing Education manages, plans, organizes and designs District activities related to noncredit, community education (fee-based), and the District's high school summer programs.

This is a 12-month academic management position.

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Minimum Qualifications/Education and Experience

- Possession of a master's degree or the equivalent.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic program responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Preferred Qualifications

- Experience working effectively as a member of a leadership/administrative team in the community college setting.
- Experience supporting and engaging effectively with students, employees, and community members from diverse backgrounds (academic, socioeconomic, ethnic, religious, cultural, disability, and sexual orientation) in the community college setting.
- Experience related to or closely aligned with recruiting, training, evaluation and retaining continuing education and/or noncredit faculty.
- Experience related or closely aligned with participatory governance for continuing education or noncredit programs.
- Experience and/or training related to developing and maintaining partnerships and working effectively with educational groups or businesses in a community setting.
- Experience with project development and management, including working effectively with different employment or constituent groups on projects.
- Experience related to or closely aligned with development of course or program curriculum in noncredit and/or fee-based areas in the community college setting.

Licenses and Certificates

Essential Duties and Responsibilities

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- Assumes full management responsibility for all noncredit, community education (fee-based), and District high school summer programs.
- Develops, directs and implements a strategic plan designed to increase District revenues and program services in the areas of noncredit, community education (fee-based), and high school summer programs.
- Plans, coordinates and implements strategies and activities to sustain and grow programs related to noncredit and community education with an increase in revenue and students served in these programs.
- Researches, analyses and implements short- and long-term activities in support of District revenue and enrollment requirements.
- Hires, supervises, and evaluates assigned continuing education staff (classified and faculty), and student workers.
- Manages and supervises daily operations of the noncredit and continuing education office activities and assigned staff.
- Monitors budgets and facilitates activities of categorically-funded programs and services.
- Plans, proofs, and approves the continuing education printed schedule
- Maintains and updates program information and classes.
- Coordinates and manages the day, evening, and weekend noncredit and community education programs.
- Hires, supervises, and evaluates noncredit instructors.
- Develops and implements new fee-based programming based on community need and demand.
- Supervises and coordinates summer school programs for area high schools including recommending instructors and consultants for hiring.
- Coordinates with other programs and faculty to ensure new curriculum is developed when needed for noncredit education.
- Supervises and coordinates fee-based registration and scheduling for the community education program.
- Supervises and coordinates noncredit student application and registration.
- Assists the Dean of Career/Technical and Continuing Education.
- Coordinates and completes program review for continuing education programs.
- Maintains positive working relationships with other programs on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Participates in shared governance.
- Attends and participates in advisory group meetings and activities.
- Administers the collective bargaining agreements among the District, and the classified and faculty unions.
- Creates an atmosphere of exceptional internal and external customer service, collegiality and

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supports the goals of shared governance.

- Supervises, trains, and evaluates assigned personnel, including student workers.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of secondary and post-secondary school systems and related governance.
- Requires in-depth knowledge of applicable federal, state, regional, county, and local regulations.
- Knowledge of the California community college system.
- Knowledge of various software programs, and commonly used office equipment (i.e., computer, calculator, fax machine, etc.).
- Management skills in budget formation and administration.
- Demonstrates proficiency in the legislative and budgetary process with specialization in education (trend analyses and revenue generation).
- Develops partnerships and stakeholder relationships that effectively transition students through an efficient process and results in master/academic success and promotion.
- Builds and maintains intra- and interagency relationships which are essential to build the collaboration that serves all learners across institutions.
- Participates in the hiring, evaluation, and supervision of others.
- Provides marketing and promotions to increase the awareness of specific college programs.
- Plans, organizes, and implements major events relative to specific college programs.
- Accurately maintains statistical information for reporting purposes.
- Interprets District policy and regulations, Education Code, and other appropriate governing laws.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.

Department Career Technical Education

Job Category Management

Assignment Full-Time

Percentage of Time 100%

Months per Year



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12 months

Work Days per Week M-F

Work Schedule per Day Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, as an exempt management role, it may require occasional evening, weekend, holiday, or other non-traditional hours to meet the needs of the college.

Work Shift

Bargaining Unit Unrepresented

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on

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"Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.



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Quick Link <https://employment.citruscollege.edu/postings/1283>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Career Technical Education
Citrus Community College

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